

Synopsis of Changes

to

P 430.4-2
Work Control System (WCS)

Revised Version Issued as P 430.4-2A of 12/6/01

FETC Procedure 430.4-2, Work Control System (WCS), of 6/15/99, has undergone minor revisions. These changes are needed to update the Facility/Project Work Request Form, add a Utilities and Services Request Form, and include the addition of Graphics Support Services as a user of the Central Work Control system and process. Please replace FETC Procedure 430.4-2 with NETL Procedure 430.4-2A.

Directives Coordinator

U.S. Department of Energy

PROCEDURE

National Energy Technology Laboratory

P 430.4-2A

DATE: 12/6/01

TITLE: WORK CONTROL SYSTEM (WCS)

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1. PURPOSE: To establish a formal process for the management of NETL's Work Control System as it relates to facility and research projects.
 2. CANCELLATION: FETC Procedure 430.4-2, Work Control System (WCS), of 6/15/99.
 3. REFERENCES:
 - a. DOE Order 430.1, Life-Cycle Asset Management, of 10/14/00.
 - b. DOE Order 5480.19, Conduct of Operations Requirements for DOE Facilities, of 7/9/90.
 - c. DOE Order 414.1A, Quality Assurance, of 7/12/01.
 - d. DOE Order 4330.4B, Maintenance Management Program, of 2/10/94.
 - e. NETL Procedure 430.4-3, Maintenance Application Specification, current version.
 - f. FETC Procedure 442.1-42, Work Permits, of 2/12/98.
 4. DEFINITIONS:
 - a. Approval -- The written authorization on the Facility/Project Work Request, NETL F 430.4-2/1 and 430.4-2/2, as described in this Procedure.
 - b. Backlog -- All incomplete corrective and modification work orders.

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NO. OF PAGES: 15, 4 Attachments

INITIATED BY: Office of Business
and Logistics

- c. Breakout Work Order -- Work orders generated from the original work order by the original requestor or by the Planner/Scheduler assigned to the task if the task changes in scope or schedule, requires other skills, or influences outside the control of the performing organization. These "break-out" work orders must adhere to the originally-approved work order scope. These "breakout" work orders are processed immediately utilizing the original work order signature approvals. The requestor of original approved work order is notified by a LAN message of the break-out work order.
- d. CWCS -- Computerized Work Control System. A fully integrated, comprehensive software package for use with the NETL computer system that supports the planning, organization, scheduling, tracking, review, closeout, and reporting of all maintenance activities.
- e. EAOD -- Engineering Applications and Operations Division.
- f. ES&H -- Environmental, Safety and Health Program Support Division. The DOE organization responsible for administering the ES&H programs.
- g. FWAM -- A DOE Facilities (SOD) Work Authorization Manager.
- h. Graphics Department Requisition -- A NETL form used by any NETL employee to request Graphics-related work tasks.
- i. Log-In Office -- The SSC entity responsible for work control documentation, tracking, reporting, and dissemination of work order information.
- j. MOD -- Maintenance-on-Demand. A work requirement requiring immediate response. These cover situations that create the potential for disrupting the normal functioning of a NETL facility, project, or property.
- k. Master Work Order -- A work order from which a number of breakout work orders are generated by the Planning/Scheduling Organization to assist in managing the task. Only labor accrued by Planning and Scheduling will be recorded against this master work order.
- l. Multiple Work Requests -- Work requests generated from the original master work order by either the DOE Work Authorization Manager or the Work Order Planner if the task requires a variety of skills, such as design, fabrication, instrumentation, etc. These additional work requests must

adhere to the original work request scope. The Work Authorization Manager or the Work Order Planner writes the new work requests and forwards them to the applicable Work Control Log-In Office. Through multiple work requests, labor hours and work task progress for each performing organization can be tracked.

- m. NEPA -- National Environmental Protection Agency.
- n. Performing Organization -- The organization responsible for performing the requested work.
- o. Planning and Scheduling -- Planning and Scheduling is a SSC entity responsible for planning and scheduling work groups.
- p. PWAM -- Project (EAOD) Work Authorization Manager.
- q. QA -- Quality Assurance. All those actions that provide confidence that quality is achieved.
- r. Responsible Person -- The individual within the NETL organization responsible for the operation and maintenance of a system/project.
- s. SOD -- Site Operations Division.
- t. SSC -- Site Support Contractor. The organization under contract to DOE to provide administrative and technical support services.
- u. WCS -- Work Control System. A formalized process for managing labor, materials, and work assignments through formal, well-defined requirements by which work activities are identified, approved, planned, scheduled, initiated, coordinated, performed, and reviewed for adequacy and completeness to ensure that work is of high quality and is accomplished in a timely manner.
- v. Work Order -- A completed and approved NETL work request form identifying and authorizing work activities to be completed by a performing organization.
- w. Work Priority System -- A formal method of prioritizing work requests based on the type and the relative importance of work to be performed. EAOD shall establish the formalized priority system for projects and SOD shall establish the formalized priority system for facilities. The priority list shall be maintained jointly by the FWAM and the PWAM.

- x. Work Request -- A NETL form used by any NETL employee to request facility and project related work tasks.
- y. WOSC -- Work Order Screening Committee.

5. QUALITY CONTROL:

- a. Project work shall be performed in accordance with Quality Assurance practices as approved by EAOD.
- b. SOD shall audit the performance of the SSC in the Facility Support area of work control.
- c. The SSC shall ensure the effectiveness of the WCS.
- d. Work requestors may evaluate work performance by completing a LAN-generated Work Order Evaluation Form sent by the Work Control Process Team, Attachment 2, and returning it to the sender via the LAN.
- e. The NETL QA Manager (EAOD) or other authorized weld inspectors shall control and monitor the QA Weld or other QA Package completion process.

6. RESPONSIBILITIES:

- a. SOD shall:
 - (1) Audit and appraise the effectiveness of the WCS.
 - (2) Administer the activities of the WCS through the SSC.
 - (3) Ensure compliance with DOE/NETL Order 4330.4, Maintenance Management Program.
 - (4) Resolve facility work request issues not specifically addressed in this Procedure.
 - (5) Review proposed electrical modifications to NETL facilities and buildings to determine if they are appropriate.
 - (6) Issue electrical design packages to the performing organization prior to the initiation of work activities.

- (7) Inspect facility electrical installations for compliance with NEC and/or with NETL specific requirements/specifications. Certify work in writing that meets all applicable requirements/specifications.

b. The EAOD shall:

- (1) Establish quality performance standards for project-related tasks.
- (2) Establish a system for scheduling the performance of work orders.
- (3) Resolve project work order issues not specifically addressed in this Procedure.
- (4) Review and approve mechanical, electrical, instrumentation, analytical and any other type of design documents and drawings for project related tasks before fabrication or construction work is initiated.

c. The QA Manager (EAOD) shall:

- (1) Prepare and issue a Controlled Weld or other QA Package to the performing organization.
- (2) Inspect and certify that work activities have been accomplished in accordance with DOE/NETL Orders and Procedures.
- (3) Collect and file the Controlled Weld or other QA packages.

d. The FWAM (SOD) shall:

- (1) Ensure that the work order contains sufficient information for further processing.
- (2) Review and approve/disapprove all work requests and attached documents for facility-related work.
- (3) Assign a priority to each approved work request.

e. The PWAM (EAOD) shall:

- (1) Ensure that the work order contains sufficient information for further processing.

- (2) Review and approve/disapprove all work requests and attached documents for project-related work.
 - (3) Assign a priority to each approved work request.
- f. The WOSC resolves conflicts in scheduling and resource use, develops preliminary estimates of the amount and kind of engineering required by a task, and, if necessary, decides whether to contract for services or perform the work in-house.
- g. The SSC shall implement and administer work control activities as defined by this Procedure.
- h. The Requestor for the work activity shall:
 - (1) Submit Facility/Project Work Requests, NETL F 430.4-2/1, or Utilities and Support Services Request NETL F 430.4-2/2, and all applicable attachments for approval.
 - (2) Estimate the requirements necessary to complete the work activity including, but not limited to, materials.
 - (3) Approve/disapprove the estimate/schedule presented by the Planning and Scheduling Organization or other performing organization before work begins when the estimate exceeds 24 man-hours.
 - (4) Approve/disapprove work performed prior to close-out of work order and evaluate the work performed using a LAN-generated Work Order Evaluation Form, Attachment 2, and return it to the sender.
- i. The Supervisor or Designee (SOD and all other divisions except EAOD) shall authorize and approve all work activities in areas of their responsibility and authority.
- j. The Division Director/Project Team Leader or Designee (OST) shall authorize and approve all work activities in areas of their responsibility and authority.
- k. The Log-In Office shall:
 - (1) Enter work order data into the CWCS as required.

- (2) Notify work order requestors and facility custodians of the work order number and priority code of the work orders handled by Planner/Scheduler within 24 hours after receipt of approved work order.
- (3) Notify MOD requestors and facility custodians of the completion of the MOD work order.
- (4) Generate and distribute the work order status reports using the LAN.
- (5) Close-out work orders as requested by a Planner/Scheduler or other performing organizations and file all closed-out work orders.

1. The Planning/Scheduling Organization shall:

- (1) Coordinate the estimating process with the performing organization and requestor to ensure man-power, special tools, and material requirements are specified.
- (2) Coordinate the purchase of materials and special tools required to complete the work order.
- (3) Secure requestor approval of the estimated man-hours and scheduled completion date if estimate is over 24 man-hours.
- (4) Notify the requestor of the completion of the work order.
- (5) Coordinate with all performing teams to assure resources are available to perform work to meet the estimate/schedule which shall include initiating break-out work orders as needed.
- (6) Coordinate all aspects of the work order with the requestor, the performing organization, applicable safety organizations, Quality Assurance inspection groups, and off-site service vendors during all phases of completing the work order.
- (7) Maintain current and complete files to track the progress of the work order and to enable future reference by NETL groups.
- (8) Assure close-out on all work orders within their responsibility when the performing organization and

the requestor have concurred that the work is completed to the applicable NETL procedures and the requestors specifications.

m. The Performing Organization shall:

- (1) Ensure that adequate labor resources are allocated for all approved work orders.
- (2) When not utilizing the services of the Planning/Scheduling Organization, notify the requestor of (1) the estimated man-hours and scheduled completion date if estimate is over 24 man-hours and (2) the work order completion.
- (3) Complete all work required by the Facility/Project Work Request, NETL F 430.4-2/1, Attachment 3, in accordance with an agreed-upon schedule. Identify any compliance deviations, resolutions, and all unresolved problems on the appropriate request form or via other written documentation.
- (4) Submit all documentation, as attachments to the work order, to the Planning/Scheduling Organization or the Log-In Office to be maintained in the controlled filing system.
- (5) Perform work in accordance with established industry standards and applicable NETL Procedures, requirements, and/or specifications; provide feedback and report issues to their team, to the Planning/Scheduling Organization, and to their immediate supervisor as required; satisfy customer request within the bounds of time and materials set forth by the work request; finish a work order before moving on to the next task unless directed otherwise by the Planning/Scheduling Organization or WOSC; and submit suggestions for improvement of the process to any member of the WOSC.
- (6) When not utilizing the Planning/Scheduling Organization, assure close-out on all work orders within their responsibility when the performing organization and the requestor have concurred that the work is completed to the applicable NETL procedures and the requestors specifications.

7. TRAINING REQUIREMENTS: All NETL organizations using the Work Control System shall read this document and guidebook on the SOD website under Central Work Control.
8. DOCUMENT CONTROL:
 - a. SOD is responsible for the contents, control, and maintenance of this Procedure.
 - b. The SSC shall establish and maintain a Log-In Office to collect, identify, segregate, file, store, review, update, and distribute documentation.
 - c. The performing organization shall ensure that all necessary documentation is accurate and complete.
 - d. All drawings and sketches submitted with a work request shall adhere to the requirements established by the Drawing Control Procedure (5700.6-36).
9. PROCEDURE:

NETL will establish and implement a WCS that includes the following elements:

- a. Initiation of Facility/Project Work Requests
 - (1) Facility and project-related work requests:
 - (a) May be initiated by any NETL site employee by completing a Facility/Project Work Request form, NETL F 430.4-2/1, Attachment 3, for routine work or by call-in requests to the Log-In Office for maintenance-on-demands or Utilities and Support Services Request, NETL F 430.4-2/2, Attachment 4.
 - (b) Facility and Project Work Requests, NETL F 430.4-2/1, and the Utility and Support Services Request, NETL F 430.4-2/2, should be sent directly to the respective DOE Work Authorization Manager for review and approval. If digging or excavation is required, an approved Digging Permit, NETL F 442.1-42/4, and the applicable NEPA document information must accompany the work request. If a drawing or sketch is attached, it must be approved by SOD for Facilities and EAOD for Projects using the

Drawing Control Procedure. If welding is required, the work request and/or the drawing/sketch must be signed by a member of the Welding QA/QC Group (certified welding inspector).

- (2) Facility Utilities and Support Services Requests:
 - (a) May be initiated by any NETL site employee by completing a Utilities and Support Services Request form, NETL F 430.4-2/2, Attachment 4. This form is required to request specific services such as compressed air, nitrogen, steam, and process cooling water.
 - (b) Utility and Support Services Request, NETL F 430.4-2/2, should be sent directly to the respective DOE Work Authorization Manager for review and approval.
- (3) The FWAM/PWAM shall obtain written approval from ES&H on the Facility/Project Work Request, NETL F 430.4-2/1, for all requested work related to ES&H or pertaining to ES&H issues.
- (4) The FWAM/PWAM shall forward all approved Facility/Project Work Requests, NETL F 430.4-2/1, and the Utility and Support Services Request, NETL F 430.4-2/2, to the Log-In Office, who shall notify requestors of the work order number, priority, and any actions to be taken. The FWAM/PWAM will return a disapproved work request to the requestor. The FWAM/PWAM also determines which requests need further review by the WOSC.
- (5) Off-duty-hour critical service work requests shall be directed to NETL Security. The Security Office shall be responsible for contacting the appropriate DOE employee through the Emergency Response Organization to initiate response to the work request.

b. Initiation of Graphics Work Requests

- (1) Graphics Department work requests:
 - (a) May be initiated by any NETL site employee by completing a Graphics Department requisition form, NETL F 575.1-1.

- (b) Graphics Department requisition form, NETL F 575.1-1, should be sent directly to the respective Graphics Services Log-In Office for processing.
 - (c) The Graphics Log-In Office shall enter the information contained on each approved Graphics Department requisition form, NETL F 575.1-1, into the CWCS as it is received and record the unique work order number on the appropriate work request form.
 - (d) The Graphics Department shall plan and schedule their work in a timely manner based on resource and material availability.
- c. Prioritization of Facility/Project Work Requests:
Facility/Project Work Requests shall be assigned priorities by the applicable FWAM/PWAM.
- d. Planning and Scheduling Facility/Project Work Orders
 - (1) The Log-In Office shall enter the information contained on each approved Facility/Project Work Request, NETL F 430.4-2/1, and the Utilities and Support Services Request, NETL F 430.4-2/2, into the CWCS as it is received, record the unique work order number on the appropriate work request form, and forward the work order to the appropriate organization for planning and scheduling.
 - (2) Work orders shall be scheduled according to their assigned priority. For example, Priority 1 work orders shall be started as the materials and manpower can be made available, and Priorities 2-5 shall be scheduled by order of importance based on date received, resource and material availability, and procurement dates of non-stock materials/resources (Priority 2 being the highest and 5 being the lowest). Once a work order has been scheduled, the work shall be performed as scheduled unless replaced by an emergency or by applicable SOD/EAOD direction.
 - (3) The Planning and Scheduling entity of the performing organizations shall send a LAN-generated estimate/schedule message (see Attachment 1) to the requestor for review and approval of the estimated: man-hours,

start date, and completion date before work is initiated when the estimate exceeds 24 man-hours.

The Planning and Scheduling entity of the performing organizations shall also provide the following information to the requestor upon request:

- (a) Special tools required to complete requested work.
- (b) Material and labor cost estimates. The method(s) used to obtain the estimates shall be documented and forwarded to the requestor.
- (c) Estimates of supporting or continued labor associated with the task, including maintenance support, inspection and testing, design and quality reviews, and acceptance or approvals.
- (d) Individual safety approvals or required items by applicable procedures and/or codes.
- (e) The SSC charge code to which the labor and materials are to be charged.
- (f) Outages or altered work schedules.
- (g) Involvement of other groups required to support in the work effort.

If digging or excavation is required, an approved Digging Permit, NETL F 442.1-42/4, and the applicable NEPA document information shall be obtained by the Planner/Scheduling entity of the performing organizations.

- e. Performance of Work Orders: All activities shall be performed in accordance with established industry standards and applicable NETL procedures, requirements, and/or specifications. Exceptions must be approved by SOD for facility and EAOD for projects. Documents provided to the performing organization may include, but not limited to:

- (1) Maintenance procedures and other work-related instructions/specifications that are used to provide appropriate work direction and to ensure that work-related activities are performed in a safe and efficient manner. This could include a controlled Quality Assurance Weld or other QA package.

- (2) Special instructions for the implementation of emergency procedures or work permits.
 - (3) Special instructions that detail the performing organization's responsibilities when outages occur.
 - (4) Equipment repair instructions, work-related activity, and vendor information concerning the material and/or equipment to be installed.
 - (5) Maintenance and performance trends and life cycle plans.
 - (6) Typical policies and procedures governing work procedures on assigned tasks.
 - (7) Engineering drawings or sketches with dimensions and material specifications.
- f. Additional information may be provided by the performing organization to comply with NETL Procedures. Examples are listed below:
- (1) All applicable work and material descriptions.
 - (2) As-found conditions.
 - (3) Diagnostic, test, and calibration data.
 - (4) Repairs made.
 - (5) Cause of failure.
 - (6) Special tools used.
 - (7) Parts and materials used.
 - (8) Equipment downtime.
 - (9) Man-hours.
 - (10) As-left conditions.
 - (11) Actual completion date.
 - (12) Root cause analysis.
 - (13) As-built sketches/drawings.

g. Inspection of Completed Work

- (1) Using the Controlled Welding, National Electrical Code, or other QA package or the requestor's specified requirements, post-maintenance and work-in-progress inspections and/or tests shall be performed according to established procedures and applicable codes.
- (2) Written test/inspection results shall be reviewed, certified in writing by the appropriate technical authority, and attached to the Controlled Weld or other QA package for entry into the WCS Facility/Project Work Order file and/or forwarded to the Quality Assurance Manager.

h. Reporting Status of Work Requests

- (1) The Log-In Office shall publish work order status reports on Facility/Project Work Orders. Various work order reports can be accessed and viewed on the NETL Intranet in the **Site Operations (SOD)** menu section under the **Central Work Control Reports** option. These reports indicate the work order's current status, estimated hours, and hours expended by performing organizations. Additional reports can be obtained upon request. Detailed work order information for work orders can be obtained from the Planning/Scheduling Organization or the Log-In Office. There are three different reports from which the requestor may acquire the status of their work order.
 - (a) **Open Work Order Report by Requestor Name** -- The report lists all open work orders in alphabetical order according to the requestor's last name.
 - (b) **Closed Work Order Report by Requestor Name** -- The report lists all closed work orders completed the previous week in alphabetical order according to the requestor's last name.
 - (c) **Project's Task Report** -- The report lists all project-related open work orders grouped under their respective task area with a status code from 05 through 90.
- (2) For maintenance-on-demand work orders, the Log-In Office reports status and results of work directly to requestors as soon as possible, following completion

of the work. If the requestor cannot be contacted by telephone, the LAN shall be used to convey the message.

- (3) For work orders where it is deemed appropriate, the Planner/Scheduler shall inform the requestor and/or the work inspector of the completion of the work on the date of completion using verbal, telephone, or electronic communications.

- i. Close Out of Work Orders: The performing team notifies the Planner/Scheduler verbally or through written or electronic means that the task has been completed. The Planning/Scheduling Organization or other performing team representative notifies the Log-In Office that a work order requires close out processing by submitting the complete work order package to them with all appropriate closeout information. Close out of a work order, with the concurrence of requestor, certifies that the work was performed according to the requestor's requirements/specifications. Close out shall be accomplished within 30 days of work completion.

10. ATTACHMENTS:

- a. Attachment 1 -- Estimate/Schedule Approval Form.
- b. Attachment 2 -- Evaluation Form.
- c. Attachment 3 -- Facility/Project Work Request.
- d. Attachment 4 -- Utilities and Support Services Request.

Approved: _____
OBL Associate Director

Concur: _____
OST Associate Director

NETL Directives Coordinator

Estimate/Schedule Approval Form

“<Short Description of Work Order Task>”

<Requestor's Name>,

Per NETL Procedure 430.4-2, I am requesting your concurrence on the estimate/schedule for work order <Number>. We estimate that the task will require <Number> man-hours to complete, is planned to begin the week ending <Date>, and is planned to be completed the week ending <Date>. To indicate your concurrence or your need to discuss this estimate and schedule, please respond to this mail message as soon as possible via the LAN (include this message). Thanks.

Please indicate your choice by placing an X in the appropriate YES or NO blocks.

_____ Yes, I concur with the man-hour estimate but completion date must be _____.

_____ No, I do NOT concur. (Please include a brief explanation.) _____

<Work Control Organization>

<Planner's Initials>

Evaluation Form

“<Short Description of Work Order Task>”

<Requestor's Name>,

The <Name of Performing Organization> reports they have completed work order <Number> to your specifications.

* The actual completion date for this task was <Date>.

Please complete the Work Order Evaluation below. If you have any questions or comments, please contact me at ext. 5439 or use the LAN.

EVALUATION FORM INSTRUCTIONS

1. Select the **REPLY TO** option in your Groupwise menu when you have finished reading this mail message.
2. Choose the **INCLUDE MESSAGE** option by checking the box.
3. Arrow down to the appropriate section of the included mail message. Choose the appropriate section and indicate your response by placing a "X" in the appropriate space.
4. **SEND** the mail message.

Work Order Evaluation Form

Close this work order? YES ____ NO ____

Was this work order completed in a timely manner? YES ____ NO ____

Did the product(s) meet requestor requirements? YES ____ NO ____

Additional Comments: _____

WORK ORDER NO.: _____

NETL F 430.4-2/1
(08/2001) OPI=PS60
(Previous Editions Obsolete)

U.S. DEPARTMENT OF ENERGY

WORK TYPE: _____

SKILL: _____

FACILITY/PROJECT WORK REQUEST

REQUESTOR TO COMPLETE SHADED AREA ONLY. Instructions for completing this form are on the back of this form.

Requestor Name (Print): _____ Phone No.: _____ Date: _____

Labor Account No.: _____

WORK CATEGORY: ☐ Facilities ☐ Projects Procurement Account No.: _____

WORK TYPE: ☐ ES&H ☐ Maintenance and Repair ☐ New Work ☐ Engineering
☐ Instrumentation ☐ Calibration ☐ Alterations/Modifications

WORK IS REQUESTED:

For? (Projects only) Team Identifier: _____ Project Name: _____

Where? (Facility/Building No./Room No./Area Description): _____

What? (Describe problem, situation, or work required): _____

When? (Date work is requested): Start _____ Complete _____ Reason? _____

Are requirements to be sent later? ☐ Yes ☐ N/A If yes, date expected: _____Is ES&H review required? ☐ Yes ☐ N/A If yes, what type? _____Have SARS requirements been met? ☐ Yes ☐ N/A If yes, attach SARS documents.Is QA/QC required? ☐ Yes ☐ N/A If yes, attach plan.Work permits required? ☐ Digging ☐ Hotwork ☐ Confined Space ☐ Other ☐ N/A

If other, please explain: _____

NEPA documents (Facilities) No. _____ Title _____

Other pertinent information: _____

Attachment: ☐ Yes ☐ No**SUPERVISOR/PROJECT TEAM LEADER OR DESIGNEE APPROVAL:**

Name: (Print) _____ Date: _____

Signature: _____

SEND COMPLETED FACILITY WORK REQUEST TO DOE, FACILITY WORK AUTHORIZATION MANAGER (FWAM) (MGN is M/S C03)/(PGH is M/S 58-315)
SEND COMPLETED PROJECT WORK REQUEST TO DOE, PROJECT WORK AUTHORIZATION MANAGER (PWAM) (MGN is M/S G01)/(PGH is M/S 58-202A)

WORK AUTHORIZATION: ☐ Yes ☐ No ☐ Hold for Screening Committee

Name: (PRINT) _____ Date: _____

Signature: _____ Priority: _____

ES&H APPROVAL: ☐ Required Signature: _____ Date: _____

Note: Requestors can view work order status reports on the INTRANET to get work order numbers, priority, labor/schedule estimates, etc. See back of this form for more details.

The most recent and official controlled hard copy version of this directive resides with NETL's Directives Coordinator.
An electronic version of the controlled directive has been placed on the NETL Intranet for employee use. Printed hard copies of this electronic version are considered noncontrolled documents.

INSTRUCTIONS FOR COMPLETING NETL FORM 430.4-2/1 WORK REQUEST

The requestor of facility/project work is required to provide the following information:

LABOR AND PROCUREMENT ACCOUNT NUMBERS: Enter the valid labor and procurement account codes to be charged for the work being performed.

WORK CATEGORY: Mark the appropriate box. **This is required in order to establish the approval criteria.**

WORK TYPE: Mark the appropriate box.

WORK IS REQUESTED:

FOR? (Projects Only): Enter the **team identifier** (i.e., CC-UC) and **project name**.

WHERE? (The location of the project, building, or facility). Facility name or building number or project name and room number or an area description.

WHAT? Identify (in as much detail as is appropriate) the problem, situation, or work required. Use attachment when applicable.

WHEN? The date the work is requested to **start** and the date it should be **completed**. ASAP is not acceptable. Please explain your schedule requirements in the space provided below.

ARE REQUIREMENTS TO BE SENT LATER? If yes, enter a date that they will be available.

IS ES&H REVIEW REQUIRED? Indicate whether ES&H is required to perform activities such as monitoring or inspections during the performance of the required work.

SARS DOCUMENTS: If yes, attach the appropriate SARS documents. This is required to ensure the performing organization that all SARS requirements have been met according to the responsible SARS committee so work can proceed.

IS QA/QC REQUIRED? If yes is checked, please attach Quality Assurance/Quality Control Plan (contact QA Manager for assistance).

WORK PERMIT(S) REQUIRED? Check appropriate box. If **OTHER** is indicated, please explain in the space below. The applicable permit will be completed by the Planner/Scheduler for this task.

NEPA DOCUMENTS: List NEPA number and title covering this work. If NEPA is not required, enter NA.

OTHER PERTINENT INFORMATION: Include additional information you feel is necessary to describe the work, the situation or problem, or to explain specifics about the request.

ATTACHMENTS? Mark the appropriate box. If yes, affix attachments.

SUPERVISOR APPROVAL: All facility-related and most project-related work requests require supervisor's signature.

PROCESSING: Upon completion of the above, the requestor shall submit the FACILITY WORK REQUESTS to **DOE, FACILITY WORK AUTHORIZATION MANAGER (FWAM)** in Morgantown to (M/S C03) and in Pittsburgh to (M/S 58-315) or **DOE, PROJECT WORK AUTHORIZATION MANAGER (PWAM)** in Morgantown to (M/S G01) or in Pittsburgh to (MS 58-202A) for further processing.

ES&H APPROVAL: If required, ES&H will review and report back to the **WORK AUTHORIZATION Manager**. Additional comments/instructions may be recorded under **other pertinent information** or as an attachment.

INTRANET: Various work order reports can be accessed and viewed on the Intranet. The reports are located in the **SITE OPS/Central Work Control Reports** menu section. They include **Open Work Order Report by Requestor Name**, **Closed Work Order Report by Requestor Name**, and **Project's Task Report**. These reports indicate the work order's current status, estimated hours, and hours expended by performing organizations. Additional reports can be obtained upon request. Detailed work order information for work orders can be obtained from the appropriate Planner/Scheduler or the Log-In Office.

WORK ORDER NO.: _____

NETL F 430.4-2/2
(08/2001) OPI=PS60
(Previous Editions Obsolete)

U.S. DEPARTMENT OF ENERGY

WORK TYPE: _____

SKILL: _____

UTILITIES AND SUPPORT SERVICES REQUEST

REQUESTOR TO COMPLETE SHADED AREA ONLY. Instructions for completing this form are on the back of this form.

Requestor Name (Print): _____ Phone No.: _____ Date: _____

Project Name: _____ Project Phone Number: _____

Project Location: _____

Start Date: _____ Time: _____ Shift(s): 1 ☐ 2 ☐ 3 ☐Finish Date: _____ Time: _____ Days/Week: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

Comments: _____

TO REPORT A CHANGE IN PROCESS STATUS OR WHEN SERVICES ARE NO LONGER NEEDED, CALL x4321 (MORGANTOWN) and x4588 (PITTSBURGH).

AIR

_____ SCFH at 100 psig

_____ SCFH at 700 psig

STEAM

_____ lb/hr at _____ psig (125 max)

_____ lb/hr at _____ psig (450 max)

NITROGEN

_____ SCFH at 100 psig

_____ SCFH at 600 psig

_____ SCFH at 1,200 psig

PROCESS COOLING WATER

_____ GPM

_____ GPM Return Process Cooling

Water at _____ °F

NOTE: BECAUSE OF ADDITIVES IN THE WATER, PROCESS COOLING WATER MUST BE RETURNED TO THE SYSTEM WITH NO ADDITIONS OR DELETIONS.

SEND COMPLETED UTILITIES AND SUPPORT SERVICES REQUEST TO FWAM (MGN M/S C03)/(PGH M/S 58-315)

WORK AUTHORIZATION: ☐ Yes ☐ No

Name: (Print) _____ Date: _____

Signature: _____ Phone: _____

Note: Requestors can view work order status reports on the INTRANET to get work order numbers, priority, labor/schedule estimates, etc. See back of this form for more details.

INSTRUCTIONS FOR COMPLETING NETL FORM 430.4-2/2 UTILITIES AND SUPPORT SERVICES REQUEST

The requestor of Boiler Room Utilities and Support Services is required to provide the following information:

REQUESTOR? Person requesting the utilities or services.

PHONE NUMBER? Requestor's office phone number.

PROJECT NAME? Name of project needing the utilities and/or services.

PROJECT PHONE NUMBER? Easily accessible phone number at the project area.

PROJECT LOCATION? Building number, area number, floor number, and room number.

START DATE? Planned date project will require utilities and/or services.

START TIME? Planned start time project will require utilities and/or services.

SHIFT(S)? Number of shifts per day project will require utilities and/or services.

FINISH DATE? Planned date project will no longer require utilities and/or services.

FINISH TIME? Planned time project will no longer require utilities and/or services.

DAYS/WEEK? The days per week the project will require the utilities and/or services.

COMMENTS? Anything the boiler room personnel should be aware of during the project operation.

AIR? Maximum volume and pressure of required air.

NITROGEN? Maximum volume and pressure of required nitrogen.

PROCESS COOLING WATER? Maximum gallons per minutes (GPM) required, GPM returning to system, and temperature of process cooling water.

PROCESSING: Upon completion of the above, the requestor shall submit the UTILITIES AND SUPPORT SERVICES REQUEST to the **FWAM** (in Morgantown [M/S C03]/in Pittsburgh [M/S 58-315]).

INTRANET: Various work order reports can be accessed and viewed on the Intranet. The reports are located in the **SITE OPS/Central Work Control** menu section. They include ***Open Work Order Report by Requestor, Closed Work Order Report by Requestor Name, and Project's Task Report.*** These reports indicate the work order's current status, estimated hours, and hours expended by performing organizations. Additional reports can be obtained upon request. Detailed work order information for work orders can be obtained from the appropriate Planner/Scheduler or Log-In Office (MGN - ext. 4471) and (PGH - ext. 4588).